

Program Description/Textbook or Print Instructional Material

Vendor:	Glencoe/McGraw-Hill	Web Address:	http://www.glencoe.com
Title:	SUCCEEDING IN THE WORLD OF WORK		
Author:	Kimbrell, Vineyard	Copyright:	2003
ISBN:	0078280338	Course/Content Area:	CAREER INVESTIGATION
Intended Grade or Level:	9-12	Readability Level:	8 Dale Chall
List Price:	N/A	Lowest Wholesale Price:	44.97

Level of Accommodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance: Providing a higher level of accessibility compliance is too costly for the size of the student enrollment in this curriculum area.

FEATURES*

***DISCLAIMER:** The features of each book or program were developed by the publisher and do not reflect the opinion of the State Textbook/Instructional Materials Review Team, State Textbook Commission, or the Kentucky Department of Education.

Content

Succeeding in the World of Work presents valuable information, explores ideas, and develops the special skills and competencies all high school students will need to succeed in the workplace. *Succeeding in the World of Work* will prepare students for the rapidly changing workplace. Emphasis is placed on workplace skills, like time management, teamwork and leadership, on technology and on understanding and working with cultural differences.

Student Experiences

Students who use *Succeeding in the World of Work* will be actively engaged in the development of foundation skills like learning to listen, creative thinking, self-management, and knowing how to learn, AND the workplace competencies like allocating time, organizing and maintaining information, exercising leadership, and working with cultural diversity. Students will accomplish this through activities suggested in the text like Internet Connection, Guest Speaker Suggestions, and features in the text like Ethics in Action, Creative Business Practices, and Career Lab Real-World Workshop.

Assessment

Each Section of each Chapter ends with Comprehension and Critical Thinking Review for students own self-assessment. Each end-of-chapter offers a variety of activities to review the main concepts and terminology. Students will be able to assess and extend their own learning. A more formal Chapter evaluation exists for students and teachers in the Assessment Booklet. **ExamView®** CD-ROM, found inside the back cover of the Assessment Booklet, offers teacher opportunity to customize their own tests.

Organization

Succeeding In the World of Work contains 7 Units divided into 25 Chapters further divided into Sections. Each Unit opener includes Portfolio Project suggestions and a Career Lab Preview. Each Chapter lists bulleted Chapter Objectives and Journal, an opportunity for students to think about their personal career plan and a project idea. Each Section has clearly defined What You'll Learn, Why It's Important and Key Terms. The reading roadmap of highlighted topic headings makes reading and understanding easier for students. Section features such as Ethics in Action, Internet Connection, and Creative Business Practices actively engage students. Each Section ends with a Review. Within each Chapter is a 1-page Career Focus highlighting a Career Cluster. Each Chapter ends with a summary of each Section, and a Review of Key Terms, Recalling Key Concepts, Problem Solving, Work-Based and School-Based Learning, and Role Play. A complete Glossary and Index complete the text.

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Resource Materials

- **Gratis Items To Be Provided And Under What Conditions**

Free, 1 Per Teacher: Teacher Wraparound Edition, Teacher Resource Binder, Assessment, Interactive Lesson Planner

- **Available Ancillary Materials**

All Items Listed Above as Gratis Items

RESEARCH DATA/EVIDENCE OF EFFECTIVENESS**

****DISCLAIMER:** The Research Data/Evidence of Effectiveness was provided by the publisher and do not reflect the opinion of the State Textbook/Instructional Materials Review Team, State Textbook Commission, or the Kentucky Department of Education.

Research Data

Succeeding In the World of Work is the result of solid, on-going educational research, teacher feedback, and detailed editorial development. The following was done:

- Both pre-publication and post-publication reviews with teachers, users of the old and new editions
- Attended classrooms and career conferences
- Researched and consulted with teachers for current professional development materials
- Conducted national research survey
- Conducted analysis of competition
- Analyzed state standards for content evaluation



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Pathways to Careers



Title: Succeeding in the World of Work \$44.97			
Publisher: Glenco/McGraw Hill			
Item Evaluated: Textbook and supplemental materials			
Copyright Date: 2003		Evaluator: Pathways Committee	
Content Level: 9-12		Date of Evaluation 7/28/03	
Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
<input checked="" type="checkbox"/> Recommended by reviewers to State Textbook Commission
<input type="checkbox"/> Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Pathways to Careers



Title: Succeeding in the World of Work		Publisher Glenco/McGraw Hill
Technology Management Summary Data:	20 possible points	<u>12</u> points earned
Technology Management Comments: Mostly teacher material. Student test available.		
Technology Presentation/Interface Summary Data:	40 possible points	<u>30</u> points earned
Technology Presentation/Interface Comments: Primarily teacher material that ran smoothly. Some duplicated in print/paper.		
Content Summary Data:	36 possible points	<u>29</u> points earned
Content Comments: Covers Pathways content fairly well. Not much on career clusters, but students can research these.		
Instruction & Management Summary Data	52 possible points	<u>50</u> points earned
Instruction & Management Comments: Good reading level for course.		
Organization & Structure Summary Data	36 possible points	<u>35</u> points earned
Organization & Structure Comments: Although a bit busy, material is very attractive. Disabilities not represented in pictures. Good racial/ethnic/age mix in photos.		
Resource Material Summary Data	40 possible points	<u>29</u> points earned
Resource Material Comments: Many resources provided. Online resources include some duplication with print copy.		



Group V - Career /Technical & Vocational/Practical Living **Electronic Instructional Media Review Form** **Stand Alone/Independent or Integrated Software for Pathways to Careers**



Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost <u>Comes with resource kit</u>	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of ____ copies	_____ online
DVD	High		In lieu of basal test		
Sound					
Other					

If other, explain _____

Type of Software: Check all that apply	_____ Simulation	_____ Management	_____ Interdisciplinary	_____ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	_____ Drill and Practice	_____ Critical Thinking	_____ Utility	_____ Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	2
Keeps a students performance record, where needed.	3
Allows control of various aspects of the software (e.g., turning sound off).	0
Allows for printed reports.	3
Comments: 3 disks: Teacher Planner, PowerPoint of entire book, and assessment. Teacher can choose and modify test questions. Capable of online testing, including instructor set time limits.	Total 12

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	3
Has developmentally correct presentation format.	3
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	3
Accessible for special needs students.	3
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	3
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	3
Comments: Primarily instructor resources.	30

Content—Pathways to Careers	Rating
Orientation to Careers and Career Clusters	4
Employability	3
Self Management	3
Work Ethics	4
Decision Making Skills	3
Finding and Keeping a Job	3
Planning Career Path	3
Career Assessment	3
Work Based Learning	3
Comments: Ethics in Action examples in every chapter. Assesses skill levels. Has separate features for Portfolio Project, Career Lab, Creative Business Practices, Journal, and Internet Connections.	Total 29

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	4
Engages Students	4
Develops Career Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	3
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	4
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	3
Comments: 7.5 Reading level. This text would be good resource for Career Networking and Career Work Experience Level III and IV.	Total 50

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	3
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments: Special needs are not visible in pictures. Good racial/ethnic/age mix.	Total 35

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs.	3
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	4
Integration opportunities suggested and examples given.	4
Teacher resources are available online.	3
Online resources available – Repeat of information in text.	3
Online resources available – Practice skills only.	0
Online resources available – New application materials.	0
Comments: Addresses assessment using multiple intelligences.	Total 29
Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable